



STANDARDS OF APPRENTICESHIP
adopted by

WESTERN WASHINGTON MILLWRIGHTS

(sponsor)			
<u>Skilled Occupational Objective(s):</u>	<u>DOT and/or SOC</u>	<u>Term</u>	
MILLWRIGHT	638.281-018	5200 - 8000 HOURS	



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

This area shall cover Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston, and Whatcom counties; and that part of Pacific County that is north of a straight line from the south side of Lewis County to the Pacific Ocean.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Be at least 17 years of age.**

Education: **None.**

Physical: **Be physically able to perform the work of the trade.**

Testing: **Pass a drug test with negative test results.**

Other: **Provide proof of age.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

To make application for the Apprenticeship Program, the applicant may sign for a dated application form at one of the following sites:

JATC Office Carpenters Specialties Training Center 20424 72nd Avenue South Kent, WA 98032	Local 204 315 Garden Avenue North Suite 15 Renton, WA 98055
Carpenters Local 756 4054 Pacific Hwy Bellingham, WA 98226	Carpenters Local 562 2810 Lombard, Suite 207 Everett, WA 98201

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The application is to be completed and returned within 30 days, together with proof of age. No action will be taken on applications that are not completed within 30 days.

1. (Selected Entry) This JATC recruits and registers based on industry needs. Applicants who meet the minimum qualifications will be scheduled for a Compass Test (or similar program that meets or exceeds the same criteria) and an evaluation by the JATC at a "Safety and Orientation (S&O) Class". The S&O class will be conducted on days established by the Apprenticeship Committee. When an applicant has completed the S&O class, he/she will be placed in a "pool of eligible applicants" based on their score of 75% or better from the S&O class and the Compass Test.

A syllabus of the S&O class is available upon request.

2. (Selected Entry - Pre-Apprenticeship) Graduates of committee approved programs that have an articulation agreement with this JATC may be placed into the "pool of eligible applicants" based on their performance in the Articulated Program and the Compass Test. Applicants must attain a 3.0 or better on the Skill Competencies of the MAIP pre-apprenticeship curriculum and meet the minimum requirements of these Standards to be considered for placement into the pool. Selected Entry applicants shall remain active on the applicant Eligibility List, subject to selection, for a period of two years from the date of evaluation, unless removed at an earlier date by their own request or by failing to respond to the committee when notified. Once in "the pool of eligibles", applicants must acquire the minimum tools prior to registration (Tool List made available upon request). The minimum required tool list will be provided during the S&O class. The applicants will be registered based on the highest scores first, as jobs become available. The ranked scores may be pierced to meet affirmative action goals.

Applicants in the "pool of eligibles" must check in with the JATC Office (see above address) at monthly intervals to maintain his/her eligibility. The applicant must also keep the Committee informed of his/her current address and phone number or will be dropped from the list. Applicants who have been dropped may petition the JATC for reinstatement to the list provided it has not been more than one year since being evaluated.

3. EXCEPTIONS:

- a. (Direct Entry) An employee of a non-signatory employer not qualifying as a Journey level person when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For

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such applicants to be considered, they must meet the minimum qualifications.

- b. **(Direct Entry)** An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey level worker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. When registered, individuals entering through this method must be employed by a participating employer. For such applicants to be considered, they must meet the minimum qualifications.
- c. **(Direct Entry)** Individuals relocating from another SAC/ATELS approved Apprenticeship Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.
- d. **(Direct Entry)** Graduates of Job Corps may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications provided that the application is completed within one year of graduation of said program.
- e. **(Direct Entry)** UBC members may request a change or revision of their classification and/or a change from their current apprenticeable occupation to another related occupation and may receive direct entry into the apprenticeship program. For entry into the program the applicant, if journey level, must have a minimum of 5200 hours of documented work hours in a UBC craft. Applicants who are UBC registered apprentices and wish to change their craft must have 1000 hours in apprenticeship. The minimum qualifications of these standards must also be met.
- f. **(Direct Entry)** Employees of an employer who has not signed a collective bargaining agreement and wishes to have their employees trained, may receive direct entry into the apprenticeship program provided:
 - (1) They meet the minimum qualifications
 - (2) The employer signs a Contribution Agreement with the Carpenters-Employers Apprenticeship & Training Trust Fund of Western Washington.
 - (3) All employers requesting "approved training agent status shall sign an agreement agreeing to comply with all federal or state

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apprenticeship rules and the appropriate apprenticeship standards.

- g. (Direct Entry) Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:**
 - (1) The employer is an approved training agent of these Standards.**
 - (2) The applicant has met the minimum qualifications.**

- 10. (Direct Entry) Military veterans who completed military technical training school and/or participated in a registered apprenticeship program while in the military in the trades covered by these standards may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. All veterans must meet the minimum qualifications of these standards. For such an applicant to be considered, they must:**
 - (1) Meet the minimum qualifications.**
 - (2) Complete an application form.**

Note: All applicants entering through Selected or Direct process must possess the required basic tools for the job before registration. Contact the JATC Office for a list.

B. Equal Employment Opportunity Plan:

- 1. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment agencies and other appropriate personnel with the apprenticeship system and current opportunities therein.**
- 2. Granting advance standing or credit on the basis of previously acquired experience, training skills or aptitude for all applicants equally.**
- 3. To encourage preparatory trade training or others designated to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.**

Discrimination Complaints.

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Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be the hours of employment as stated on the cover sheet of these Standards for each of the crafts listed. 5200-8000 hours for all crafts of 628.281-018.

The terms stated herein are only a guideline for on-the-job training hours where Performance Evaluated Training System (PETS) is used. PETS is performance based and allows for apprentices to advance at their own pace according to their accomplishments.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 650 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working

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day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

- A. Each employer may employ one (1) apprentice for each of the first five (5) journey level workers in his/her employment, but he/she must employ one (1) apprentice when he/she has three (3) journey level workers in his/her employ.**
- B. In addition to "A", each employer shall employ one (1) additional apprentice for each four (4) additional journey level workers.**
- C. On jobs of a technical nature, the employer by mutual agreement with the local business representative may waive the above apprentice ratios on a job-by-job basis.**

Crew Size	Minimum # of Apprentices	Maximum # of Apprentices	Notes
1	0	0	Apprentices cannot work without journey level supervision.
2	0	1	
3	0	1	
4	1	2	A crew of three carpenters requires the fourth worker to be an apprentice.
5	1	2	
6	1	3	
7	1	3	
8	2	4	Any multiple of four workers require an additional apprentice.
9	2	4	
10	2	5	
11	2	5	
12	3	6	
13	3	6	
14	3	7	
15	3	7	
16	4	8	
17	4	8	
18	5	9	
19	4	9	
30	5	10	

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VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	1000 Hours (650 - 1000 Hours)	60%
2	1000 Hours (650 - 1000 Hours)	65%
3	1000 Hours (650 - 1000 Hours)	70%
4	1000 Hours (650 - 1000 Hours)	75%
5	1000 Hours (650 - 1000 Hours)	80%
6	1000 Hours (650 - 1000 Hours)	85%
7	1000 Hours (650 - 1000 Hours)	90%
8	1000 Hours (650 - 1000 Hours)	95%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Millwright:</u>	<u>Approximate Hours</u>
1. Work experience in the use of tools (hand power, bench and machine)	975 - 1500
2. Work experience in machine installation	1300 - 2000
3. Work experience in use of equipment (rigging, welding, precision, etc.).....	975 - 1500
4. Work experience in the use of optical instruments and laser ...	975 - 1500
5. Work experience in blueprint reading.....	455 - 700
6. Work experience in welding (arc, MIG oxy-acetylene, TIG, plastics).....	520 - 800
TOTAL HOURS:	5200 - 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ Supervised field trips
- ☒ Approved training seminars
- ☒ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☒ Private Technical/Vocational college
- ☒ Training trust
- ☐ Other (specify):

160 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Applicant

Drug & Alcohol Policy

Drug Testing: (The first test will be paid for by the Carpenters Training Trust)

- a. Applicants are required to submit to a drug test before starting the Safety and Orientation Class or before Direct Entry. (See Minimum Qualifications)**
- b. Carpenters Training Trust may use a refusal to submit to a drug test or a verified positive test as a basis for not accepting an applicant.**
- c. Carpenters Training Trust will not discriminate against applicants because of past drug abuse. It is the current use of drugs that will not be tolerated.**

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- d. Applicants denied entry to the program because of a positive drug test can initiate another inquiry with the Carpenters Training Trust after 3 months at their own expense.**
- e. Passing a drug test is a condition of acceptance in the program.**
- f. Two diluted specimens in a row will be treated as a positive test.**
- g. Adulterating or tampering with the test will be considered a positive test.**

Drug testing will be conducted by laboratories approved by the Substance Abuse and Mental Health Services Administration National Laboratory Certification Program or CAP/FUDT using both initial and confirmation tests. Both tests must be positive (above government established threshold detection level) before the laboratory can report the result as a confirmed positive test. All laboratory positive tests are reviewed by a Medical Review Officer (MRO) prior to the release of any information to Carpenters Training Trust. Tests will be reported as Pass or Fail.

Confidentiality: All information received through the drug-testing program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws.

2. Committee:

- a. All Committee members shall be actively participating in the industry as an employer, supervisor, employee, or employee representative.**
- b. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.**
- c. Extended periods of unemployment may be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained or the Committee may drop the apprentice from the program.**

3. Apprentice:

- a. It is the apprentice's responsibility to keep his or her current address on file with the committee and training center.**
- b. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the**

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appropriate classification schedule. Such records shall be forwarded to the Coordinator's office, Quarterly, after they have been signed by the employer or an appropriate representative of the employer. These records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed.

- c. Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training to perform assigned tasks in the classroom in accordance to industry standards at the job site.
- d. Apprentices must have adequate transportation to the job.
- e. Apprentices must procure additional prescribed tools as advancements occur (Tool List made available upon request). No apprentice may be granted journey level status without a toolbox inspection.
- f. Apprentices may request credit for previous experience. A written request for re-evaluation must be presented to the Apprenticeship Committee with adequate documentation.
- g. Apprentices, regardless of wages received, shall be as such until he/she has fulfilled all of the program requirements and has been reclassified as a journey level worker.
- h. No apprentice shall act as a foreman, contractor, or employer.

4. Employers:

- a. All apprentices shall be released from "on-the-job" commitments to attend scheduled related instruction.
- b. The employer shall be included in the evaluation process through job site evaluations. Evaluations will be forwarded to the Committee for review and appropriate action.

5. Instructors:

Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be turned into the Apprenticeship Office for disposition.

6. Coordinator:

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The coordinator/director oversees the day-to-day operations of the program under the auspices of the JATC.

7. Disciplinary Procedures:

- a. **Disciplinary action stemming from an apprentice failing to abide by the obligations stated in these Standards may include suspension, demotion, or cancellation of their Apprenticeship Agreement.**
- b. **Apprentices will be removed from related supplemental instruction for improper conduct such as substandard performance, indifference to these standards, or insubordination, as determined by the apprenticeship staff, until a resolution is reached. Apprentices may be cited to appear before the JATC.**
- c. **Apprentices who refuse work assignments without just cause are subject to disciplinary action, which may include cancellation of his/her Apprenticeship Agreement.**
- d. **Related instruction:**
 - (1) **All apprentices are required to attend classes as scheduled. One personal reschedule is allowed per school year. Apprentices may bank up to 80 hours of class time in advance if available.**
 - (2) **Apprentices failing to attend a regularly scheduled class without banked time will be sent an automatic reschedule letter from the Training Center. This will be the one personal reschedule. Should the apprentice miss the rescheduled class, he/she will be cited to appear before the JATC and may be canceled from the program. Rescheduled classes must be fulfilled before the next regular scheduled class.**
 - (3) **All apprentices must be signed in by starting time. Apprentices arriving late in either session will be given a late slip. Apprentices arriving more than 15 minutes after the start or leaving more than 15 minutes before the end of a session will not be given any credit for that session toward their required RSI instruction time. Tardiness will be so noted by the instructor. Three late slips and the apprentice will be cited to appear before the JATC and could be canceled from the program.**
 - (4) **An apprentice must complete at least five (5) skill blocks within 10 consecutive class days of instruction. Failure to do so will trigger an interview by the coordinator who will analyze the problem and provide the guidance leading to an acceptable pace.**
 - (5) **An apprentice who completes fewer than eight (8) skill blocks in 20 consecutive class days will be cited to appear before the JATC and could be canceled from the program.**

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- (6) All apprentices must observe WISHA and OSHA regulations. Three written warnings of safety violations and the apprentice will be cited to appear before the JATC and could be canceled from the program. Any apprentice appearing to be under the influence of alcohol or drugs will not be admitted into the Training Center. Anyone violating this rule must immediately remove themselves from the building.**

e. Employability:

- (1) An apprentice who has been issued an "ineligible for rehire" notice, will be interviewed by the JATC who will review the circumstances and outline corrective steps leading to successful employment.**
- (2) A second notice will result in a committee citation where the apprentice could be canceled from the program.**
- (3) A complaint by employers or superintendents will also trigger an interview by the JATC who may outline corrective steps leading to successful employment.**
- (4) A second complaint may result in a citation to appear before the JATC.**
- (5) An apprentice who fails to sign the out of work list when unemployed, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment. Refusal to sign the out of work list or refusal to accept a dispatch may result in a citation to appear before the JATC.**
- (6) Apprentices who accept a dispatch and who do not show up for work may be cited to appear before the JATC and may be canceled from the program.**

B. Local Apprenticeship Committee Policies

MILLWRIGHT APPRENTICE TOOL LIST

1. 1ST YEAR APPRENTICE (1ST & 2ND TERMS) - FIRST TOOL BOX

- a. 1-Set Combination Set of Wrenches**
- b. 1-Combination Square (for rough use)**
- c. 1-Set 1/2" Driver Socket Set (7/16" to 1-1/4")**
- d. 1-Ball Peen Hammer (No heavier than 24 oz)**
- e. 1- 6" Scale**
- f. 1-12' or 16' Steel Tape**
- g. 1-Putty Knife**
- h. 2-Center Punches (1 Small & 1 Large)**
- i. 1-Inspection Mirror**

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- j. 2-Scribes
- k. 1-Set of Standard Screwdriver
- l. 1-Pair of Channel Locks
- m. 1-0" to 1" Micrometer
- n. 1-12" Crescent Wrench
- o. 1-Tin Snip (Straight)
- p. 1-Soap Stone Holder
- q. 1-Set of Allen Wrenches (up to 9/16")
- r. 1-Bevel Square (for rough use)
- s. 1-Cold Chisel (Small)
- t. 1-Drift Punch (Medium)
- u. Calculator (Hand Held)

2. 2ND YEAR APPRENTICE (3RD & 4TH TERMS) - SECOND TOOL BOX

- a. 1-Set 3/8" Drive Socket Set (7/16" to 3/4")
- b. 1-Small Pry Bar
- c. 1-Hacksaw Frame (Adjustable)
- d. 1-Cold Chisel (Large)
- e. 1-16 oz. Plumb Bob
- f. 1-Chalk Line and Box
- g. 1-Torpedo Level
- h. 1-Pair of Dividers (under 12")
- i. 2-Pair of Vise Grips
- j. 1-Drift Punch (Large)
- k. 1-10" Crescent Wrench
- l. 1-Pair of Wire Cutters
- m. 1-Pair Slip Joint Pliers
- n. 1-Pair Needle Nose Pliers
- o. 1-Brass Drift Punch
- p. 1-Pencil Magnet with Telescoping Handle
- q. 1-Small Ball Peen Hammer
- r. 1-Brass Hammer (No heavier than 24 oz.)
- s. 1-Set of Phillips Screwdrivers
- t. 1-Set of Feeler Gauges

3. 3RD YEAR APPRENTICE (5TH & 6TH TERMS)

- a. 1-Outside Caliper (up to 6")
- b. 1-Inside Caliper (up to 6")
- c. 1-Set of Feeler Gauges
- d. Mercury Plumb Bob (up to 16 oz)
- e. 1-Drift Punch (small)
- f. 2-Small Wedges
- g. 2-Screw Jacks

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- h. 2-Parallel Blocks (small)
- i. 1-Set of Trammel Points
- j. 1-Tin Snips (Straight)
- k. 2-4" C-Clamps or Small Vise Grips
- l. 2-Prick Punches (Small & Large)
- m. 1-12" Precision Level (Starrett 98)
- n. 1-Smaller Precision Level (Optional)

4. 4TH YEAR APPRENTICE (7TH & 8TH TERMS)

- a. 1-Face Dial Indicator (No Larger than 1")
- b. 1-Dial or Sliding Caliper (No Larger than 6")
- c. 1- Dial Indicator Clamp or Holder
- d. 1-Precision Combination Square with Protractor Head and Center Head

***All tools should be U.S. Quality Tools.**

***When reporting to class, you are required to have the minimum tool list above.**

***Not having the required tools for the Apprentices year could hold up your rerate.**

***When reporting to class, you are required to have proper work attire (work boots, clothing, glasses, etc.)**

***When reporting to class, you are required to have your books, pencils, paper and calculator.**

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action will be sent to the apprentice

- Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

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- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in

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the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression

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- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in

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related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

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For plant programs the WSATC or the department designee will act as the employee representative.

The Apprenticeship Committee shall be composed of an equal number of members representing the employers of the industry and an equal number of members representing the Pacific Northwest Regional Council of Carpenters, including designated alternates, selected by the groups they represent. The designated employer or employee alternate shall be afforded full apprenticeship committee responsibilities when a regular employer or employee apprenticeship committee member is absent. Alternates may be an uneven number. Committee members may not be an uneven number

Quorum: A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of one (1) member from employers and one (1) from the employees.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Martin Bradley, Chairman
PO Box 13157
Mill Creek, WA 98082-1157**

**Dan McCourt
8831 Old Hwy 99 SE
Olympia, WA 98501**

**Steven Bradley
PO Box 13157
Mill Creek, WA 98082-1157**

The employee representatives shall be:

**Ron Verhei, Secretary
23422 20th Ave SE
Bothell, WA 98021**

**Dennis Bowe
PO Box 343
Maple Valley, WA 98038**

**Deboralee Carroll
PO Box 1153
Graham, WA 98338**

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Linda Scrivano-Sprenger, Coordinator
20424 72nd Avenue South
Kent, WA 98032**